

10 December 1959

FISCAL DIVISION

Policy and Procedure Memorandum No. 4

1. Effective immediately, the Fiscal Processing Branch shall discontinue stamping the Standard Form 1166, Voucher and Schedule of Payments, with the Authorized Certifying Officer stamp. This practice curtails the use of certifying authority designated to employees of the Fiscal Division and tends to impede expediency.
2. Standard Forms 1166 for certification shall be assigned to the Authorized Certifying Officer within a Branch based on an appropriate division of the volume of work.
3. The Authorized Certifying Officer shall stamp Standard Forms 1166 with his stamp at the time when such forms are certified by him.
4. In the event Authorized Certifying Officers are not available in the Branches, Standard Forms 1166 may be forwarded to the Office of the Chief for certification.

STATINTL

  
Chief, Fiscal Division

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